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ADMINISTRATIVE SERVICES ASSISTANT I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
ADMINISTRATIVE SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PERFORMS ADMINISTRATIVE FUNCTIONS AND SUPPORT SERVICES RELATING TO FACILITIES MANAGEMENT. RESPONSIBLE FOR PROCUREMENT RELATED TO AREA OF ASSIGNMENT. SUPPORTS APPROXIMATELY 400 EMPLOYEES AT THE OFFICES OF THE INSURANCE COMMISSIONER (OIC). WORK IS VARIED INCLUDES INTER-AND-INTRA GOVERNMENTAL AND PUBLIC CONTACT.

RESPONSIBLE FOR EXECUTING THE DAILY ADMINISTRATION OF COMMISSION'S LEASE/CONTRACT PROPERTY MANAGEMENT THROUGH WV REAL ESTATE DIVISION AND/OR PROPERTY OWNERS. WORK IS TECHNICAL IN NATURE AND REQUIRES HANDS ON APPROACH, MUST BE ABLE TO NEGOTIATE, AND HAVE GOOD INTERPERSONAL SKILLS. WILL BE RESPONSIBLE FOR INTERACTIONS INVOLVING THE WV BOARD OF RISK WHO INSURES ALL WVOIC ASSETS INCLUDING SUBMITTAL OF BRIM RISK QUESTIONNAIRE FOR WVOIC FACILITIES. POSITION WILL BE RESPONSIBLE FOR ENSURING THAT VARIOUS FACILITIES ARE INSPECTED BY WVOIC STAFF ON A PERIODIC BASIS. WILL MAINTAIN THE OFFICIAL LEASING FILES FOR OIC FACILITIES.

RESPONSIBLE FOR COORDINATION AND SUPERVISION OF THE AGENCY'S CONSTRUCTION/MOVE/RELOCATION PROJECTS INVOLVING OFFICE/ADMINISTRATIVE SPACE FOR ALL DIVISION PROGRAMS AS NEEDED AND IS RESPONSIBLE FOR ENSURING THAT ALL DIVISION PROGRAMS HAVE ADEQUATE SYSTEMS AND ADMINISTRATIVE SPACE NECESSARY TO REACH PROGRAMMATIC GOALS. INCLUDES WORKING WITH ARCHITECTS, CONTRACTORS, AND THE WEST VIRGINIA PURCHASING DIVISION. WILL BE RESPONSIBLE FOR DEVELOPING BUDGET ESTIMATES AND KEEPS UP-TO-DATE ON APPLICABLE FEDERAL STATUTES INCLUDING PREVAILING WAGE RATES. ASSIST WITH SPECIAL PROJECT TRAINING. WILL DEVELOP REQUESTS FOR PROPOSALS

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AND/OR QUOTES (RFP, RFQ) IN AREA OF ASSIGNMENT. ASSIST SUPERVISOR WITH RELATED FUNCTIONS AS INSTRUCTED. WILL COORDINATE REMOVAL OF AND MAINTAIN RECORDS TO OIC'S PROPERTY RETIREMENT. WILL ACT AS AGENCY LIAISON WITH WV SURPLUS PROPERTY COORDINATING METHOD OF DISPOSITION AND TIMELY REMOVAL OF PROPERTY FROM OIC FACILITIES. MAY BE REQUIRED TO ASSIST IN MOVING FURNITURE. WILL BE REQUIRED TO PREPARE BID SPECIFICATIONS. ASSISTS IN DETERMINING THE NEED FOR CHANGES IN PROCEDURES, GUIDELINES AND FORMATS; DEVICES A SOLUTION; MONITORS THE SUCCESS OF SOLUTIONS BY DEVISING QUANTITATIVE/QUALITATIVE MEASURES TO DOCUMENT THE IMPROVEMENT OF SERVICES. MUST BE FAMILIAR WITH PURCHASING DIVISION RULES AND POLICIES. DEPENDABILITY AND FLEXIBILITY ARE REQUIRED. WILL BE REQUIRED TO LEARN ALL ASPECTS OF THE PROCUREMENT FUNCTION TO ACT AS LEAD WORKER IN SUPERVISOR'S ABSENCE. PREFERENCE WILL BE GIVEN TO CANDIDATES WITH RFQ AND RFP EXPERIENCE. MUST HAVE ABILITY TO USE MS WORD, EXCEL AND CRYSTAL REPORTS. WILL REQUIRE SOME IN STATE TRAVEL. MUST BE ABLE TO LIFT 50 POUNDS WITHOUT ASSISTANCE. OTHER RELATED DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH A MAJOR IN THE AREA OF PUBLIC OR BUSINESS ADMINISTRATION, ACCOUNTING, INDUSTRIAL RELATIONS, COMMUNICATIONS OR RELATED FIELD. SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING. EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN A TECHNICAL OR ADVANCED CLERICAL POSITION PROVIDING ADMINISTRATIVE SERVICES SUCH AS ACCOUNTING, BUDGETING, PROJECT MONITORING AND REPORTING, PERSONNEL, OR PROCUREMENT AND PROPERTY EXPERIENCE. MUST HAVE BEEN AT THE OFFICE ASSISTANT III OR ACCOUNTING ASSISTANT III LEVEL OR HIGHER.

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SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE
STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY IN
ONE OF THE ABOVE FIELDS MAY BE SUBSTITUTED FOR THE
REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: SEPTEMBER 28, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
Cammie Wheeler
PO BOX 50540
Charleston, WV 25305

PLEASE INCLUDE POSTING NUMBER INS120015 ON APPLICATION